

Manage Certifications on Workday HTML Accessible Version

On the Home page select the {Link} Related Actions following your name link at the top of the Home page
The full title of the link will be (with our example name): Related Actions for Jane S. Smith (W2005499)[C]

Selecting {Link} Related Actions will display:

Related Actions for Contingent Worker

Task Category 1

Business Process

Task Group 1 - Business Process

{Link} My Delegations

Personal Data

Task Group 1 - Personal Data

{Link} Change Contact Information

{Link} View My Emergency Contacts

{Link} View My Primary Address Changes

Task Group 2 - Personal Data

{Link} Change My Personal Information

{Link} View My Personal Information

{Link} Change My Photo

{Link} Change My Legal Name

{Link} Change My Preferred Name

Task Group 3 - Personal Data

{Link} View My ID Information

Task Group 4 - Personal Data

{Link} Delete My Photo

Talent

Task Group 1 - Talent

{Link} View Skills and Experience

Workday Account

Task Group 1 - Workday Account

{Link} Change My Password

{Link} Manage Password Challenge Questions

Worker History

Task Group 1 - Worker History

{Link} View Worker History

{Link} View Worker History by Category

Task Group 2 - Worker History

{Link} View Manager History

Task Group 3 - Worker History



{Link} View My Service Dates

Task Category 2

Favorite

Task Group 1 - Favorite

{Link} Add

Integration IDs

Task Group 1 - Integration IDs

{Link} View IDs

Preferences

Task Group 1 - Preferences

{Link} View Preferences

Task Group 2 - Preferences

{Link} Edit Preferences

Select {Link} View Skills and Experience located under Talent Task Group 1 – Talent, this will display:

View Skills and Experience: {Link} Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]

Position:

219917 Contingent Worker - Jane S. Smith (W2005499)[C] {Link} Related Actions for 219917 Contingent Worker - Jane S. Smith (W2005499)[C]

External Job History

External Job History 1

{Link} Jane S. Smith (W2005499)[C] {Link} Related Actions for Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]

{Button} Add

none entered

Accomplishments

Accomplishments 1

{Link} Jane S. Smith (W2005499)[C] {Link} Related Actions for Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]

{Button} Add

none entered

Work Experience

Work Experience 1

{Link} Jane S. Smith (W2005499)[C] {Link} Related Actions for Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]

{Button} Add

none entered

Education

Education 1

{Button} Add

none entered



Languages

Languages 1

{Link} Jane S. Smith (W2005499)[C] {Link} Related Actions for Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]

{Button} Add

none entered

Competencies

Competencies 1

{Link} Jane S. Smith (W2005499)[C] {Link} Related Actions for Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]

none entered

Certifications

Certifications 1

{Link} Jane S. Smith (W2005499)[C] {Link} Related Actions for Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]

{Button} Add

none entered

Training

Training 1

{Link} Jane S. Smith (W2005499)[C] {Link} Related Actions for Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]

none entered

Awards

Awards 1

{Link} Jane S. Smith (W2005499)[C] {Link} Related Actions for Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]

{Button} Add

none entered

Professional Affiliations

Professional Affiliations 1

{Link} Jane S. Smith (W2005499)[C] {Link} Related Actions for Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]

{Button} [Add]

none entered

Select {Button} [Add] under Certifications this will display:

Add Certification: Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]

Item 1

{Link} Remove Item 1

Country: {Button – Selections} Country

United States of America {Link} Remove United States of America

Certification (required): {Button – Selections} Certification

If you cannot find the certification, check here: {Checkbox} [] {Button} [Validate]

Certification Number: {Text Input}

Issued Date: Year: {Text Input} Month: {Text Input} Day: {Text Input} {Button} [Validate]

Expiration Date: Year: {Text Input} Month: {Text Input} Day: {Text Input} {Button} [Validate]
Attachments: {Link} Add Row
Attachment, Comment, File

Review this Task
Comment: {Text Input} {Button} [Validate] (optional field)

{Buttons} [Submit] [Save for Later] [Cancel]

Filling in the Certification Form:

Select the {Button} Country
This field is pre-filled with United States of America {Link} Remove United States of America
A list of all countries will be displayed along with a Search box.
Select your Country with a radio button, for example: United States of America

Next select the {Button} Certification (required), this will display:

Select Value for Certification
{Text Input} Search {Button} [Search]
By Issuer {Buttons} [Go] (Grayed out) [Cancel] [by Issuer]
By Country Region {Button} [By Country Region]
Global {Button} [Global]
All {Button} [All]

In this example we will select By Issuer and with the radio button options, select US Coast Guard.
The Go button will become active and will be selected. The selection has 2 specific value options for choice by radio button Cert USCG Lic - US Coast Guard and USCG Mer Mar Sailor - US Coast Guard
Choose USCG Mer Mar Sailor - US Coast Guard
The {Button} [Add] becomes active, Select this button
Use the main certification screen to re select or delete errors.
Enter ABC123 in the Certification Number text field, ABC123
Enter the Issued Date in the 3 text fields Year, Month, Day
Year 2015, Month 08, Day: 16
Select {Button} [Validate] Enter the Expiration Date in the 3 text fields Year, Month, Day
Year 2018, Month 08, Day: 16
Select {Button} [Validate]
In the Attachments upload any documentation to support you certification
Select the {Link} Add Row
Select your file and {Button} [Upload]

Enter a Comment (not required) under Review This Task or select {Buttons} [Submit], [Save for Later], [Cancel] to complete the action.

Upon submission the screen will display:

You have submitted: {Link} Manage Certifications: Jane S. Smith (W2005499)[C] {Link} Related Actions for Manage Certifications: Jane S. Smith (W2005499)[C] {Link} Preview for Manage Certifications: Jane S. Smith (W2005499)[C]
Page was saved successfully

Next Steps: Event Approval by HR Partner for Alicia Tinsel (W2051740) Due Date 08/06/2015
Do Another {Link} Add Certification.

Details and Process
For: {Link} Jane S. Smith (W2005499)[C] {Link} Related Actions for Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]

Overall Process: {Link} Manage Certifications: Jane S. Smith (W2005499)[C] {Link} Related Actions for Manage Certifications: Jane S. Smith (W2005499)[C] {Link} Preview for Manage Certifications: Jane S. Smith (W2005499)[C]

Overall Status: In Progress

Due Date: 08/06/2015

Details

Item 1

Add/Edit Certification

Country:

United States of America {Link} Related Actions for United States of America

Certification:

USCG Mer Mar Sailor - US Coast Guard {Link} Related Actions for USCG Mer Mar Sailor - US Coast Guard

Certification Number: ABC123

Issued Date:

Expiration Date:

Attachments

{Link} Export table to Excel

Attachment: {Link} Cert.txt

File Name: Cert.txt

File Length: 52

Updated By: Jane S. Smith (W2005499)[C]

Upload Date: Cert.txt 08/04/2015 02:13:29 PM

A table will show the Process History.

Process History - 2 items

Process: {Link} Manage Certifications {Link} Related Actions for Manage Certifications {Link} Preview for Manage Certifications

Step: Manage Certifications {Link} Related Actions for Manage Certifications

Status: Step Completed

Completed On: 08/04/2015 02:13:29 PM

Due Date: 08/06/2015

Person: {Link} Jane S. Smith (W2005499)[C] Related Actions for Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]

Comment: (blank)

Process: {Link} Manage Certifications {Link} Related Actions for Manage Certifications {Link} Preview for Manage Certifications

Step: Approval by HR Partner {Link} Related Actions for Approval by HR Partner

Awaiting Action 08/06/2015

Status: Awaiting Action

Completed On: (blank)

Due Date: 08/06/2015

Person: {Link} Alicia Tinsel (W2005499)[C] {Link} Related Actions for Alicia Tinsel (W2005499)[C] {Link} Preview for Alicia Tinsel (W2005499)[C]

Comment: (blank)

Select the {Button} [Done] to complete the process.

This will display:

Certifications for Role

Note: No certifications will display until the certification has been approved.

Return to the Inbox to see the status of your changes and any actions that may be required.

Last Updated 8/19/2015